



Minutes of a Meeting of the Local Governing Committee of Landulph School held at the School on Tuesday 27th June 2017 at 3.30 pm

Present: Mrs Esther Best
Ms Emma Dorrian
Mrs Judith John
Mr Kevin George, Chair
Dr Kerry Leslie
Mr Stephen Pearson
Mrs Sandra Plumb

Absent:

In Attendance: Miss Florence Neeves, teacher
Mrs J Lumbard, CFO
Mr D Buckley, CEO
Mrs D Stoneman, Clerk to Governors

42. **Welcome**

Mr George welcomed governors to the meeting and thanked them for attending the governor day. He also welcomed Dan Buckley and Jo Lumbard.

43. **Declaration of Business or Pecuniary Interest - written**

A written declaration was completed by all present.

44. **Apologies for Absence**

All present. It was noted that Ms Davey has resigned.

45. **To confirm the minutes of the meeting held on 9th March 2017**

The minutes of the meeting held on 9th March were taken as read, accepted and signed by the Chairman as a true and accurate record of proceedings.

Governors agreed that, at the suggestion of the Ofsted Inspector in order to provide evidence of challenge, these questions will be highlighted in the minutes.

46. **Matters Arising**

M23 Conference Call with Jo Lumbard, Business Manager h) - Mrs Lumbard has not had documentation regarding the retrospective insurance claim for the roof repairs. Mrs Best would check this. **ACTION: E BEST**

M27 Report from Head of School: b) Breakfast Club – this will be dealt with at the meeting on 19th July. It was noted that this has made a significant difference to the pupils' settling at the start of the day.

M27 Report from Head of School: d) Attendance – Mrs Best advised that termly certificates have been introduced. Attendance will be on the next School Development Plan and methods of

improving attendance will have a more detailed review.

47. **Management Accounts for April: J Lumbard**

These were circulated Mrs Lumbard who apologised for the late distribution. The Management Accounts for May should be ready at the end of the week. The delay was due to pressure of work associated with the MAT expansion.

There is a £1,402 favourable variance on income due to additional Pupil Premium funding, trip income and breakfast club. The unfavourable variance for expenditure is due to education support staffing cover for a long term staff absence, drain work, emergency lighting and work in the kitchen. There is an overall deficit of £623 for the period; cumulatively there is a £6,156 surplus. £5,872 is being taken into the following year's budget.

48. **Budget 2017-18: J Lumbard**

Documents had been circulated in advance of the meeting. From this Mrs Lumbard gave the following summary.

- a) The only real additional income is Pupil Premium funding which is higher than expected. Salary expenditure is higher than budget due to providing cover for a long term absence and the resultant agreement. Spending in other areas is on track compared to the budget. Pupil Premium spend is higher as funding from previous years was brought forward. The year-end revenue carry forward is estimated to be £30K.
- b) 2017-18 - GAG funding is allocated per pupil which was 67 children at the time of the census in October 2016, and now 78. **A governor asked about the implications for the school regarding the changes to the deprivation index.** It was noted that there would not be a significant difference as the school has not benefitted from this prior to the change and has always focused on ensuring all eligible free school meal families make sure they claim their entitlement. The rates rebate is funded by the Local Authority. Infant free school meals is complicated and a breakdown is available on request. The current proposal is that this will be replaced by breakfast clubs but nothing definite is known currently. Sports funding is based on £8k lump sum plus per pupil funding. Pupil Premium funding is allocated for those children entitled to free school meals, service children and looked after children; a breakdown has been circulated.
- c) Pupil Premium Finance report - Mrs Best advised that the targets have been reviewed and it is felt that these will be achieved. The plan for next year is to spend 78% on staffing with the remainder for resources. The transition for Year 6 pupils has been considered in detail. As funding is from April to April, it is acceptable for a portion to be carried forward.
- d) The structure for teaching staff has been maintained with Mrs Best part-time increasing to four days a week. Teaching Assistant hours are slightly higher to provide interventions from Pupil Premium. Sports Premium funds cluster activities, Arena subscription, yoga, and Plymouth Argyle coaches. The proposed budget is similar to the current year.
- e) Cleaning contract – Mrs Best advised that there have been difficulties with Cormac and the staffing this year. Churchill Cleaning Services have offered a brilliant package – the benefits were outlined. This has resulted in a saving of £4K and sounds a significantly better service. The Cormac contract will cease at the end of August. **A governor asked if they are used by any other schools.** None in SMART currently use them but this may change depending on their performance here.
- f) EWO (Educational Welfare Officer) service – there has been an increase in costs due to changes in the service for next year. It has been decided to use another provider; a refund

will be given for the previous contract due to not fulfilling the full SLA agreement.

- g) Capital – £17,700 has been allocated for the upgrade of boiler pumps, heating tank, roof repairs and the move of the internet line across to BT. There is a balance of £23,798. This is allocated on the number of pupils and a flat rate of £4K. Currently there is no anticipated spend. Mrs Best advised that additional furniture will be needed for extra children. £4K is being allocated to replace the heating fans in the classrooms in future years. The capital funding needs to be ring-fenced to support the 2019 classroom space needed.
- h) Revenue 2017-18 – there is a deficit of £1,161 which can be funded from the brought forward in previous years.
- i) Future years – revenue increases due to pupil numbers and the staffing level is retained as currently but doesn't include the part-time cover.
- j) This information has been used to prepare the KPI sheet for SMART which was circulated and outlined by Mrs Lumbard. It was noted that there are no lettings due to the requirement to have a person to open and unlock for these which make it prohibitive. The management portion is at the higher end and is the case for all the small primary schools. This is acceptable taking account of the current position.
- k) Supplies and services are at the higher end; it is thought that SMART efficiencies will see a reduction here. Mrs Best advised that photocopying is a high cost for the school and will be looked at. There is a rolling programme in place for ICT replacement and this is acceptable. It was noted that these benchmarks will be reviewed as required.
- l) **A governor asked who the point of contact is for financial matters.** Mrs Lumbard said this should be her for the time being.

Governors thanked Mrs Lumbard and the SMART team for their support; it is really encouraging for the school to feel they are on a secure financial footing.

Governors unanimously agreed that this budget should be recommended for approval by the Trust Board.

Mrs Lumbard left the meeting.

49. **Headteacher's Report**

This had been circulated in advance of the meeting. Mrs Best was thanked for a clear, comprehensive report. She advised governors that this reflects the hard work going on in the school. The following points were raised:

- a) Governors found it encouraging to see numbers on roll increasing to 78 in September. **A governor asked whether this was as a result of people moving into the area or to others changing from local schools.** Mrs Best advised that it is a combination of the two. A family have recently joined from India which is much welcomed. EAL (English as an Additional Language) support is being sought.
- b) The attendance of SEND pupils is still significantly lower than other groups and will be targeted in September.
- c) **A governor asked about the trip to Bude as only 9 of the 17 children had attended.** Mrs Best John advised that the Pupil Premium children had not wanted to go despite funding being offered. Staff had spoken to the parents and children. It was felt that the reason was about

friendship groups and not associated with going to the same place. Mrs Best advised that they are investigating a London residential trip with the other SMART primary schools. Given the current security situation, there is cause for concern. Expressions of interest will be sought in the first instance. There are members of staff willing to accompany them.

- d) Mr George advised governors that Mrs Best is highly regarded for school improvement within SMART and may be asked to take on additional responsibilities in this area. Mr Buckley expressed his appreciation for the support. Final details have not yet been decided as to how this will work. Mrs Best said she was grateful to be offered this opportunity. Governors were advised that Naomi Colebrook-Clark has also been supporting other schools in the area. The open-door policy of Landulph has been much appreciated by Dobwalls and Trewidland.

50. **Pupil Progress & Attainment**

There will be an additional meeting on 19th July at 8am to look at the SATs results. Notes would be taken of this meeting for discussion at the Autumn Term meeting

Phonics score – only one child did not pass this providing the pass rate remains the same. Thanks were expressed to all involved. A governor commented on how focussed she had seen a child working in the classroom.

51. **Pupil Premium Report**

This would also be considered at the meeting on 19th July when the data will be available.

52. **Sports Premium**

A report had been circulated in advance of the meeting. It was noted that the school is looking to upgrade physical development next year. Enhancing after school clubs is also being investigated together with providing transport to take children home so they can attend an after school club.

Ms Dorrian left the meeting.

A governor asked what the £1,760 payment was for. This is for the Arena subscription at saltash.net which includes taking part in sports festivals and competitions. Governors were advised that there is an adult sports leader at lunch time. **A governor asked what this involves.** They were advised that this is a Teaching Assistant who takes a sports club at lunch time.

Naomi Colebrook-Clark was thanked for her report.

53. **School Development Plan**

2016-17 – a copy of the Plan showing progress in the specified areas had been circulated in advance of the meeting. It was noted that the majority of issues have been addressed. From this:

- a) Performance management alignment with SMART is still to be completed but documentation has been shared today.
- b) Preparation of the Staff Handbook is in hand.
- c) Work to the library was dependent on the involvement of a parent and the checks needed for this to materialise became prohibitive.
- d) Sharing of foundation subjects by teachers – this was not progressed as it was felt it would dilute skills.
- e) Providing training for staff to deal with medical emergencies – training is being arranged.

2017-18 – this is still in draft form until data is available at end of the year. **A governor commented that gifted and talented was not included.** Mrs Best advised that this will be reviewed once the data is known.

Teaching staff will prepare this together during the final week of term. There will be a governor section.

54. **Pre school and after school club**

Governors were advised that in 2019 it is expected that there will be one class of 38 children with a class of 3 year groups, based on a PAN of 12. In 2021 there will be 41 children in one class. This is with a total number of 89 children. One solution would be to have a combined pre-school and Foundation Year. Mrs Best and Miss Neeves have discussed this with the pre-school who have advised that they are not interested this year but would consider it if the school took the whole of the pre-school. The school has concern about the impact on the village if this provision moved to the school.

There is a possibility that the Local Authority will support the construction of a new classroom. A review of the internal space has been undertaken to identify alternatives.

An Afterschool Club would generate funding and could be accessed by Pupil Premium children. Details were outlined. A governor advised that there is caution expressed by the NGA (National Governors Association) about spending Pupil Premium funding on staffing; when it is specific skills should be identified. Mrs Best advised that they envisage having someone who has NVQ level 3 to run this provision. **A governor felt that the pay differentiation between the manager and the assistant was not sufficient.** Mrs Best advised that the recommended Local Authority pay scales have been used. An advertisement has been placed; the closing date is next week. It was noted that planning is only required for Foundation children and some of this is already in place.

A governor asked what the next step is. Mrs Best advised that the Local Authority are having a meeting regarding pupil numbers in Saltash; she will follow this up. **A governor asked what the plan would be if this is not forthcoming.** The alternatives were outlined and will be explored; this is dependent on the outcome from the findings of the Local Authority.

55. **Community Links: S Plumb**

Mrs Plumb advised that this was initiated by the preparation of the Local Plan as the school were not invited to contribute. This is not the first occasion that similar things have happened. It was noted that membership of the Parish Council has recently changed significantly. The numerous village events that the school have supported were outlined. Governors were keen to increase links between the school and the village and asked the Clerk to send a letter to the Parish Council asking if they would like to nominate someone to be a governor.

ACTION: D STONEMAN

56. **Safeguarding**

A serious case review had been circulated in advance of the meeting and had been noted by governors.

Mr George advised that he has taken on responsibility as Safeguarding Governor following Ms Davey's resignation. He had reviewed the S157 audit which has been submitted.

See appendix.

It was noted that information regarding 'near misses' should be sent to Paul Taylor at Liskeard.

Phone call diversion to saltash.net would be investigated by Mr Buckley. **ACTION: D BUCKLEY**

57. **Committee Reports**

It was ratified that all governors are members of both committees; meetings had been held earlier in the day.

a) Finance and General Purpose inc Premises

The budget had been considered earlier in the meeting.

Disabled toilet – the insurance company have advised that they are not going to pay out because the cause is not subsidence. The next step is to approach the contractor who is visiting tomorrow.

b) Teaching and Learning –

There had been 20 applications for the Teaching Assistant vacancy; five had been invited for interview. Lydia Jenkins has been appointed. She is currently at St Martins in Liskeard and her contract is ending. Mrs Best outlined the appointments process. All five did incredibly well. Parents will be advised of the successful candidate in the newsletter on Friday. **A governor asked if there was any indication as to why so many had applied.** Two knew parents and had received positive feedback about the school.

58. **SMART update**

Mr Buckley summarised the process for Local Governors to report to their Link Director. There would be a meeting with them once a year at a Forum. The calendar of meetings for the next academic year has been circulated; the reasons were outlined. It was noted that the date of the Landulph meeting in May needs to be changed. **ACTION: D STONEMAN**
Subsequent to the meeting this was changed to Tuesday 8th May at 3.30pm.

The list of contact details was circulated for checking and governors unanimously agreed that it can be shared as a confidential document.

The Link Director for Landulph is Mr George. Link Directors have no formal role; they are expected to visit the school once a year and attend one meeting a year. Their purpose is so that someone on the Trust Board has knowledge of the school.

Governors were advised to use the version of the Scheme of Delegation which is on the Smart-Trust website as this will be the current version.

Member appointment – the four applicants had expressed a preference to be either directors or governors. Brian Chalkey has advised that he will be retiring as a Director and has agreed to be a Member. There are two new Directors – Keith Johnson was appointed by the Members; he has a business background specialising in premises management. Richard Newton-Chance was appointed by the Trust Board; he is a former head of DASH (Devon Association of Secondary Headteachers), a former board member of ASCL and had been invited by the government to be a representative providing advice on school finance.

The SMART Day will be on 19th February 2018 and will include sessions for governors. It is hoped that all staff can attend. Landulph have an INSET day to facilitate this.

59. **Governor vacancies**

As discussed previously, it was agreed that the Clerk should write to the Parish Council. Nominations from parents would be requested in September. **ACTION: E BEST/D STONEMAN**

60. **Governor Training**

Mr Pearson, Mr George and Mrs Plumb had done the online safeguarding training which they

commended as excellent.

Mr George and Mrs Best had attended the Local Authority Heads and Chairs information session. Encouragement had been given for schools to submit for the Cornwall Teaching Awards.

61. **Review of Policies**

The following policies had been reviewed earlier in the day and subject to some amendments, were all approved.

Safeguarding, E-Safety, Home School Agreement

Data Protection – governors were advised that there had been a misunderstanding between the PTA and school about providing information about individual children. It was suggested that this information is obtained direct from parents in future. It was noted that they had only requested first names and that some parents who are not part of the community would not be aware of the system. This was discussed. Mr Pearson would notify the PTA. **ACTION: S PEARSON**

62. **Reports from Governor Visits**

Governors were thanked for their reports which had been circulated in advance of the meeting.

63. **Report from Chair**

- a) Mr George advised that the school have received a request from a Teaching Assistant for holiday leave for herself and child during term time.

Mrs Plumb, Miss Neeves and Mrs John left the meeting.

Mr George outlined the background. **A governor suggested that training days are added to a half term which could alleviate the situation.** It was felt that this would not make the best use of the time for staff training.

Governors unanimously agreed that this request should be refused due to the impact on teaching and learning in the classroom and contravention to the leave of absence policy. Mr George would draft a response and circulate to governors prior to sending.

ACTION: K GEORGE

Mrs Plumb, Miss Neeves and Mrs John returned to the meeting.

These members of staff were advised that the request has been refused and the reasons for governors making that decision.

- b) Mr George expressed his thanks to Ms Davey for her hard work and commitment as a governor for a number of years; this was endorsed by all present.
- c) He also thanked governors for their hard work and support during the year.

64. **Confirm Date and Time of Future Meetings**

Wednesday 27th September, Wednesday 6th December, Wednesday 31st January, Wednesday 14th March, Tuesday 8th May (NB change) and Wednesday 4th July all at 3.30 pm.

The meeting finished at 6.15 pm.

ACTION SUMMARY	
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<p>M46 Matters Arising: M23 Conference Call with Jo Lumbard, Business Manager h) - Mrs Lumbard has not had documentation regarding the retrospective insurance claim for the roof repairs. Mrs Best would check this.</p>	<p>EB</p>
<p>M55 Community Links: S Plumb - Governors were keen to increase links between the school and the village and asked the Clerk to send a letter to the Parish Council asking if they would like to nominate someone to be a governor.</p>	<p>DS</p>
<p>M56 Safeguarding: Phone call diversion to saltash.net would be investigated by Mr Buckley.</p>	<p>DB</p>
<p>M59 Governor vacancies: As discussed previously, it was agreed that the Clerk should write to the Parish Council. Nominations from parents would be requested in September.</p>	<p>EB/DS</p>
<p>M61 Review of Policies: Data Protection – It was suggested that this information is obtained direct from parents in future. It was noted that they had only requested first names and that some parents who are not part of the community would not be aware of the system. This was discussed. Mr Pearson would notify the PTA.</p>	<p>SP</p>
<p>M63 Report from the Chair: Governors unanimously agreed that this request should be refused due to the impact on teaching and learning in the classroom and contravention to the leave of absence policy. Mr George would draft a response and circulate to governors prior to sending.</p>	<p>KG</p>